

## City of Mountlake Terrace POSITION DESCRIPTION

### **POLICE CADET** (temporary/part-time)

#### **POSITION DESCRIPTION:**

This temporary, part-time, entry level support position assists records, evidence and patrol staff by performing an assortment of miscellaneous tasks as assigned.

This position is intended to serve as an introduction to law enforcement and incumbents must be currently enrolled in a criminal justice education program.

*This is a half-time, interim position that is funded through December 31, 2013.*

#### **DUTIES AND TASKS:**

*Duties include, but are not limited to:*

- Assist clerks with reception/telephone responsibilities, including covering lunch breaks or as directed.
- Typing reports and letters.
- Assist with computer data entry and retrieval.
- Fingerprint applicants for gun permits, licenses, citizenship, etc.
- Drive police cars to and from City shop or car wash.
- Make deliveries to crime lab, SNOCOM, prosecutor's office and elsewhere as needed.
- Assist officers with community presentations.
- File pawn slips, traffic tickets, and other official documents and correspondence.
- Handle walk-in counter complaints or crime reports made by telephone.
- Assist detectives and evidence technician with evidence handling.
- Assist in traffic control during community events.
- Assist in crime scene searches.
- Assist in posting legal notices throughout the City.
- Other duties as assigned.

#### **ESSENTIAL FUNCTIONS:**

- Ability to communicate effectively orally and in writing clearly with public and co-workers, including over the telephone and to hear orders called out in a crime scene.
- Ability to establish and maintain a cooperative working relationship in a team environment with supervisors and staff.
- Ability to sit or stand for extended periods of time.
- Ability to work independently and reliably complete tasks on time.
- Ability to establish and maintain effective working relationships with co-workers, supervisors and general public.
- Quickly comprehend and carry out instructions.
- Ability to work independently and reliably complete tasks on time.
- Ability to use Microsoft "Windows" word processing, email, internet, spreadsheet and other programs to produce letters and reports.

- Ability to type and perform data entry.
- Ability to file numerically and alphabetically.
- Ability to read typed and handwritten notes.
- Ability to stoop/bend and move/handle minimum of 50 pounds.
- Ability to drive City vehicles.
- Ability to be aware of and adjust to changing surroundings.
- Ability to travel to various sites during the workday. City vehicles are available for this purpose.
- Ability to move over rough, uneven ground at crime scenes.
- Ability to obtain Traffic Flagger Certification.
- Ability to be certified in fingerprinting.
- Interactions with a diverse range of customers and individuals including ages and abilities; potential for dissatisfied or abusive behavior and confrontations from public.
- Ability to follow oral and written instructions and learn operations and procedures.
- Pass a background check, and maintain a level of trust that enables access to confidential criminal material.

**SUPERVISION RECEIVED:**

This position reports to the Special Services Sergeant.

**SUPERVISION EXERCISED:**

None

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

Duties are primarily performed in an office environment; however, cadets will be called on to perform functions in all types of inclement weather and locations for extended periods of time

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of general office procedures, which include typing, filing, data entry, and telephone reception.
- Planning and organizing work.
- Receiving and carrying out instructions from different supervisors.
- Courtesy in dealing with co-workers and the public.

**MINIMUM QUALIFICATIONS:**

Education:

High school diploma or GED.

Currently enrolled in a Criminal Justice education program.

Experience:

One or more years of frequent customer contact experience are desirable.

Planning and organizing work.

**SPECIAL REQUIREMENTS:**

- At least 18 years of age.
- U.S. citizen.
- Valid Washington State driver's license with a driving record acceptable to the City.
- Ability to pass rigorous background investigation, drug test and physical.
- Must not have been convicted of a felony.

**COMPENSATION:**

Hourly wage range: \$9.24 - \$11.55 (pro-rated benefits)

**APPLICATION MATERIALS:****Position open until filled**

- Submit City of Mountlake Terrace police application, letter of interest and resume
- Via mail or in person  
City of Mountlake Terrace, Human Resources  
6100 – 219<sup>th</sup> Street SW #200  
Mountlake Terrace, WA 98043-2222  
8:00 a.m. – 5:00 p.m. Monday – Friday
- Fax: 425.775.0420
- Email: HRCity@ci.mlt.wa.us